

GUIDELINES FOR CEREMONIAL ITEMS

The Office of the City Clerk is responsible for the preparation and scheduling of all ceremonial items for presentation by the Mayor and City Council Members. In order to prepare the most appropriate item for the occasion, these criteria have been established.

Ceremonial items are presented by the Mayor or by the City Council designee during presentation ceremonies in the City Council Chamber, at a particular event as scheduled or by mail. Request for preparation of any ceremonial items should be made with the Office of the City Clerk *at least two weeks before the function or celebration.*

All certificates are signed by the Mayor or on occasion, the Mayor and Council Member, who requested the ceremonial item.

The following is a brief explanation of each ceremonial item:

PROCLAMATION

This is presented to organizations in observance of a certain day, week, or month, such as "Child Abuse Prevention Month", "American Education Week", "World Asthma Day" etc. They are presented to non-profit organizations in connection with national, statewide or local observances or in connection with an anniversary of the founding of a business.

CERTIFICATE OF RECOGNITION

This is presented in recognition a significant individual or organizational milestone. (i.e. 50th wedding anniversary, 100th birthday, 200th church anniversary). This presentation is made at the request of citizens, organizations and Council Members.

CERTIFICATE OF APPRECIATION

This is presented in appreciation for an individual's or an organization's contribution to the community of their time, talent or resources. (i.e. long time service a local non-profit agency) This presentation is made at the request of citizens, organizations and Council Members.

RESOLUTIONS

There are Resolutions of Appreciation and Resolutions of Respect. Both are approved by City Council during a City Council meeting. A Resolution of Appreciation is reserved for very special recognition of outstanding contributions by an organization or an individual. A Resolution of Respect is presented to the family of a deceased prominent citizen, council member or department head.

LETTERS OF COMMENDATIONS, RECOGNITION, GREETINGS, AND CONGRATULATIONS

These letters are prepared on either the Mayor's or Council Members' stationery and are presented at the requests of citizens, Council Members or organizations.